

855 Purchase Order Acknowledgment

Functional Group ID=**PR**

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Purchase Order Acknowledgment Transaction Set (855) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to a seller's acknowledgment of a buyer's purchase order. This transaction set can also be used as notification of a vendor generated order. This usage advises a buyer that a vendor has or will ship merchandise as prearranged in their partnership.

Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
M	010	ST	Transaction Set Header	M	1		
M	020	BAK	Beginning Segment for Purchase Order Acknowledgment	M	1		
	040	CUR	Currency	O	1		
Not Used	050	REF	Reference Identification	O	>1		
Not Used	060	PER	Administrative Communications Contact	O	3		
Not Used	070	TAX	Tax Reference	O	>1		
	080	FOB	F.O.B. Related Instructions	O	>1		
Not Used	090	CTP	Pricing Information	O	>1		
Not Used	095	PAM	Period Amount	O	10		
Not Used	110	CSH	Sales Requirements	O	1		
						25	
Not Used	120	SAC	Service, Promotion, Allowance, or Charge Information	O	1		
Not Used	125	CUR	Currency	O	1		
Not Used	130	ITD	Terms of Sale/Deferred Terms of Sale	O	5		
Not Used	140	DIS	Discount Detail	O	20		
Not Used	145	INC	Installment Information	O	1		
Not Used	150	DTM	Date/Time Reference	O	10		
Not Used	160	LDT	Lead Time	O	12		
Not Used	180	LIN	Item Identification	O	5		n1
Not Used	185	SI	Service Characteristic Identification	O	>1		
Not Used	190	PID	Product/Item Description	O	200		
Not Used	200	MEA	Measurements	O	40		
Not Used	210	PWK	Paperwork	O	25		
Not Used	220	PKG	Marking, Packaging, Loading	O	25		
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	2		
	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		

Not Used	250	TD3	Carrier Details (Equipment)	O	12
Not Used	260	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	270	MAN	Marks and Numbers	O	10
Not Used	275	TXI	Tax Information	O	>1
Not Used	277	CTB	Restrictions/Conditions	O	>1
LOOP ID - N9					1000
	280	N9	Reference Identification	O	1
Not Used	285	DTM	Date/Time Reference	O	>1
	290	MSG	Message Text	O	1000
LOOP ID - N1					200
	300	N1	Name	O	1
	310	N2	Additional Name Information	O	2
	320	N3	Address Information	O	2
	330	N4	Geographic Location	O	1
Not Used	335	NX2	Location ID Component	O	>1
Not Used	340	REF	Reference Identification	O	12
Not Used	350	PER	Administrative Communications Contact	O	>1
Not Used	355	SI	Service Characteristic Identification	O	>1
Not Used	360	FOB	F.O.B. Related Instructions	O	1
Not Used	370	TD1	Carrier Details (Quantity and Weight)	O	2
Not Used	380	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12
Not Used	390	TD3	Carrier Details (Equipment)	O	12
Not Used	400	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	410	PKG	Marking, Packaging, Loading	O	25
Not Used	420	MSG	Message Text	O	>1
LOOP ID - ADV					>1
Not Used	430	ADV	Advertising Demographic Information	O	1
Not Used	440	DTM	Date/Time Reference	O	>1
Not Used	450	MTX	Text	O	>1

Detail:

Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
LOOP ID - PO1					100000	
	010	PO1	Baseline Item Data	O	1	n2
Not Used	015	LIN	Item Identification	O	>1	
Not Used	018	SI	Service Characteristic Identification	O	>1	
Not Used	020	CUR	Currency	O	1	
Not Used	030	PO3	Additional Item Detail	O	25	
Not Used	040	CTP	Pricing Information	O	>1	
Not Used	045	PAM	Period Amount	O	10	
Not Used	049	MEA	Measurements	O	40	
LOOP ID - PID					1000	
	050	PID	Product/Item Description	O	1	

Not Used	060	MEA	Measurements	O	10	
Not Used	070	PWK	Paperwork	O	25	
Not Used	090	PO4	Item Physical Details	O	>1	
Not Used	100	REF	Reference Identification	O	>1	
Not Used	110	PER	Administrative Communications Contact	O	3	
LOOP ID - SAC					25	
Not Used	130	SAC	Service, Promotion, Allowance, or Charge Information	O	1	
Not Used	135	CUR	Currency	O	1	
Not Used	140	IT8	Conditions of Sale	O	1	
Not Used	142	CSH	Sales Requirements	O	>1	
Not Used	150	ITD	Terms of Sale/Deferred Terms of Sale	O	2	
Not Used	160	DIS	Discount Detail	O	20	
Not Used	165	INC	Installment Information	O	1	
Not Used	170	TAX	Tax Reference	O	>1	
	180	FOB	F.O.B. Related Instructions	O	>1	
Not Used	190	SDQ	Destination Quantity	O	500	
Not Used	200	DTM	Date/Time Reference	O	10	
Not Used	210	LDT	Lead Time	O	12	
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	1	
	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	250	TD3	Carrier Details (Equipment)	O	12	
Not Used	260	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
LOOP ID - ACK					104	
	270	ACK	Line Item Acknowledgment	O	1	
Not Used	280	DTM	Date/Time Reference	O	1	
Not Used	290	MAN	Marks and Numbers	O	10	
Not Used	293	AMT	Monetary Amount	O	1	n3
Not Used	295	CTB	Restrictions/Conditions	O	>1	
Not Used	296	TXI	Tax Information	O	>1	
LOOP ID - QTY					>1	
Not Used	300	QTY	Quantity	O	1	
Not Used	302	SI	Service Characteristic Identification	O	>1	
LOOP ID - PKG					200	
Not Used	303	PKG	Marking, Packaging, Loading	O	1	
Not Used	305	MEA	Measurements	O	>1	
LOOP ID - SCH					200	
Not Used	310	SCH	Line Item Schedule	O	1	n4
Not Used	315	TD1	Carrier Details (Quantity and Weight)	O	2	
Not Used	320	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	330	TD3	Carrier Details (Equipment)	O	12	
Not Used	340	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	345	REF	Reference Identification	O	>1	

LOOP ID - N9			1000		
	350	N9	Reference Identification	O	1
Not Used	355	DTM	Date/Time Reference	O	>1
	360	MSG	Message Text	O	1000
LOOP ID - N1			200		
	370	N1	Name	O	1
	380	N2	Additional Name Information	O	2
	390	N3	Address Information	O	2
	400	N4	Geographic Location	O	1
Not Used	405	NX2	Location ID Component	O	>1
Not Used	410	REF	Reference Identification	O	12
Not Used	420	PER	Administrative Communications Contact	O	3
Not Used	425	SI	Service Characteristic Identification	O	>1
Not Used	426	DTM	Date/Time Reference	O	1
Not Used	430	FOB	F.O.B. Related Instructions	O	1
Not Used	435	SCH	Line Item Schedule	O	200
Not Used	440	TD1	Carrier Details (Quantity and Weight)	O	2
Not Used	450	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12
Not Used	460	TD3	Carrier Details (Equipment)	O	12
Not Used	470	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	475	QTY	Quantity	O	>1
Not Used	480	PKG	Marking, Packaging, Loading	O	25
LOOP ID - SLN			1000		
Not Used	490	SLN	Subline Item Detail	O	1
Not Used	495	MSG	Message Text	O	>1
Not Used	500	SI	Service Characteristic Identification	O	>1
Not Used	510	PID	Product/Item Description	O	1000
Not Used	520	PO3	Additional Item Detail	O	25
Not Used	522	CTP	Pricing Information	O	25
Not Used	523	PAM	Period Amount	O	10
Not Used	530	ACK	Line Item Acknowledgment	O	104
LOOP ID - SAC			10		
Not Used	540	SAC	Service, Promotion, Allowance, or Charge Information	O	1
Not Used	545	CUR	Currency	O	1
Not Used	550	DTM	Date/Time Reference	O	10
Not Used	554	PO4	Item Physical Details	O	1
Not Used	557	TAX	Tax Reference	O	3
Not Used	558	ADV	Advertising Demographic Information	O	>1
LOOP ID - QTY			>1		
Not Used	559	QTY	Quantity	O	1
Not Used	561	SI	Service Characteristic Identification	O	>1
LOOP ID - N9			>1		
Not Used	563	N9	Reference Identification	O	1

Not Used	564	DTM	Date/Time Reference	O	>1	
Not Used	565	MSG	Message Text	O	>1	
LOOP ID - N1						10
Not Used	576	N1	Name	O	1	
Not Used	578	N2	Additional Name Information	O	2	
Not Used	580	N3	Address Information	O	2	
Not Used	590	N4	Geographic Location	O	1	
Not Used	600	NX2	Location ID Component	O	>1	
Not Used	610	REF	Reference Identification	O	12	
Not Used	620	PER	Administrative Communications Contact	O	3	
Not Used	625	SI	Service Characteristic Identification	O	>1	

Summary:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - CTT			1	
M	010	CTT	Transaction Totals	M	1		n5
Not Used	020	AMT	Monetary Amount	O	1		n6
M	030	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. If segment LIN is used, do not use LIN01.
2. PO102 is required.
3. If AMT is used in the detail area, then AMT01 will = 1 and AMT02 will indicate total line amount as calculated by the sender.
4. The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.
5. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.
6. If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

Segment: **ST** Transaction Set Header

Position: 010

Loop:

Level: Heading

Usage: Mandatory

Max Use: 1

Purpose: To indicate the start of a transaction set and to assign a control number

Syntax Notes:

Semantic Notes: 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

Comments:

Notes: 3M Example: ST}855}525000018^

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set	M ID 3/3
M	ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set Sender-assigned control number to match control number on the SE segment.	M AN 4/9

Segment: **BAK** Beginning Segment for Purchase Order Acknowledgment
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of the Purchase Order Acknowledgment Transaction Set and transmit identifying numbers and dates

Syntax Notes:
Semantic Notes:

- 1 BAK04 is the date assigned by the purchaser to purchase order.
- 2 BAK08 is the seller's order number.
- 3 BAK09 is the date assigned by the sender to the acknowledgment.

Comments:

Notes: 3M Comments: In BAK01 element:
00 should be used for first purchase order acknowledgment to purchase order,
04 should be used for reacknowledgement.
3M Example without change:
BAK}00}AK}0005557803}20040618}}}}20040619^
3M Example with change:
BAK}00}AE}0005557803}20040618}}}}20040619^

Data Element Summary

Ref.	Data	Element	Name	Attributes
M	BAK01	353	Transaction Set Purpose Code Code identifying purpose of transaction set	M ID 2/2
M	BAK02	587	Acknowledgment Type Code specifying the type of acknowledgment AE Acknowledge - With Exception Detail Only AK Acknowledge - No Detail or Change RD Reject with Detail RJ Rejected - No Detail	M ID 2/2
M	BAK03	324	Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser The 3M P.O. number is 10 characters. Maintain the integrity of purchase order number including leading zeros. Purchase Order Number will be a combination of alpha and numeric characters. 3M Examples: USMMM12345 USMMM1234A USDYN12345 0000123456	M AN 1/22
M	BAK04	373	Date Date expressed as CCYYMMDD	M DT 8/8

		3M Comment: Purchase Order Date	
BAK07	367	Contract Number	O AN 1/30
		Contract number	
BAK09	373	Date	O DT 8/8
		Date expressed as CCYYMMDD	
		3M Comment: Acknowledgement Date	
BAK10	640	Transaction Type Code	O ID 2/2
		Code specifying the type of transaction	

Segment: **CUR** Currency

Position: 040

Loop:

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To specify the currency (dollars, pounds, francs, etc.) used in a transaction

Syntax Notes:

- 1 If CUR08 is present, then CUR07 is required.
- 2 If CUR09 is present, then CUR07 is required.
- 3 If CUR10 is present, then at least one of CUR11 or CUR12 is required.
- 4 If CUR11 is present, then CUR10 is required.
- 5 If CUR12 is present, then CUR10 is required.
- 6 If CUR13 is present, then at least one of CUR14 or CUR15 is required.
- 7 If CUR14 is present, then CUR13 is required.
- 8 If CUR15 is present, then CUR13 is required.
- 9 If CUR16 is present, then at least one of CUR17 or CUR18 is required.
- 10 If CUR17 is present, then CUR16 is required.
- 11 If CUR18 is present, then CUR16 is required.
- 12 If CUR19 is present, then at least one of CUR20 or CUR21 is required.
- 13 If CUR20 is present, then CUR19 is required.
- 14 If CUR21 is present, then CUR19 is required.

Semantic Notes:

Comments: 1 See Figures Appendix for examples detailing the use of the CUR segment.

Notes: 3M Example: CUR}BY}CAD^

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>		<u>Attributes</u>
M	CUR01	98	Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
		BY	Buying Party (Purchaser)	
M	CUR02	100	Currency Code	M ID 3/3
			Code (Standard ISO) for country in whose currency the charges are specified	

Segment: **FOB** F.O.B. Related Instructions

Position: 080

Loop:

Level: Heading

Usage: Optional

Max Use: >1

Purpose: To specify transportation instructions relating to shipment

- Syntax Notes:**
- 1 If FOB03 is present, then FOB02 is required.
 - 2 If FOB04 is present, then FOB05 is required.
 - 3 If FOB07 is present, then FOB06 is required.
 - 4 If FOB08 is present, then FOB09 is required.

- Semantic Notes:**
- 1 FOB01 indicates which party will pay the carrier.
 - 2 FOB02 is the code specifying transportation responsibility location.
 - 3 FOB06 is the code specifying the title passage location.
 - 4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Comments:

Notes: 3M Examples:
FOB}CC}OR}ST PAUL^
FOB}DF}DE}}01}CFR^

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	FOB01	146	Shipment Method of Payment	M ID 2/2
			Code identifying payment terms for transportation charges	
			CC Collect	
			DF Defined by Buyer and Seller	
			HP Half Prepaid	
			MX Mixed	
			NC Service Freight, No Charge	
			PC Prepaid but Charged to Customer	
			PP Prepaid (by Seller)	
			TP Third Party Pay	
	FOB02	309	Location Qualifier	X ID 1/2
			Code identifying type of location	
			DE Destination (Shipping)	
			FV Free Alongside Vessel (Free On Board [F.O.B.] Point)	
			OA Origin (After Loading on Equipment)	
			OR Origin (Shipping Point)	
			OV On Vessel (Free On Board [FOB] point)	
			PB Port of Discharge	
			PD Place of Delivery	

		PE	Port of Entry	
		ZZ	Mutually Defined	
FOB03	352	Description		O AN 1/80
		A free-form description to clarify the related data elements and their content		
FOB04	334	Transportation Terms Qualifier Code		O ID 2/2
		Code identifying the source of the transportation terms		
FOB05	335	Transportation Terms Code		X ID 3/3
		Code identifying the trade terms which apply to the shipment transportation responsibility		
		CFR	Cost and Freight	
		CIF	Cost, Insurance, and Freight	
		CIP	Carriage and Insurance Paid To	
		CPT	Carriage Paid To	
		DAF	Delivered at Frontier	
		DDP	Delivered Duty Paid	
		DDU	Deliver Duty Unpaid	
		DEQ	Delivered Ex Quay	
		DES	Delivered Ex Ship	
		EXW	Ex Works	
		FAS	Free Alongside Ship	
		FCA	Free Carrier	
		FOB	Free on Board	

Segment: **TD5** Carrier Details (Routing Sequence/Transit Time)

Position: 240

Loop:

Level: Heading

Usage: Optional

Max Use: 12

Purpose: To specify the carrier and sequence of routing and provide transit time information

Syntax Notes: 1 At least one of TD502 TD504 TD505 TD506 or TD512 is required.

2 If TD502 is present, then TD503 is required.

3 If TD507 is present, then TD508 is required.

4 If TD510 is present, then TD511 is required.

5 If TD513 is present, then TD512 is required.

6 If TD514 is present, then TD513 is required.

7 If TD515 is present, then TD512 is required.

Semantic Notes: 1 TD515 is the country where the service is to be performed.

Comments: 1 When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.

Notes: 3M Example: TD5}}}}UPS COLLECT GROUND ACCT 555^

Data Element Summary

<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
TD505	387	Routing	X AN 1/35
		Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	

Segment: **N9 Reference Identification**
Position: 280
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To transmit identifying information as specified by the Reference Identification Qualifier

Syntax Notes:

- 1 At least one of N902 or N903 is required.
- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 N906 reflects the time zone which the time reflects.
- 2 N907 contains data relating to the value cited in N902.

Comments:

Notes: 3M Example: N9}ZZ}Notes to follow in MSG segment^

Data Element Summary

Ref.	Data		Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	N901	128 Reference Identification Qualifier	M ID 2/3
		Code qualifying the Reference Identification	
		3M Comment: Required field in order to send MSG segment	
		ZZ Mutually Defined	
	N902	127 Reference Identification	X AN 1/30
		Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
		3M Comment: Required field in order to send MSG segment	
		3M Example: Notes to follow in MSG segment	

Segment: **MSG** Message Text
Position: 290
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1000
Purpose: To provide a free-form format that allows the transmission of text information
Syntax Notes: 1 If MSG03 is present, then MSG02 is required.
Semantic Notes: 1 MSG03 is the number of lines to advance before printing.
Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
 2 If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.
Notes: 3M Example: MSG}COLLECT - 3M SHIPMENT CONTROL^

Data Element Summary

Ref.	Data	Attributes
Des.	Element Name	
M	MSG01 933 Free-Form Message Text Free-form message text	M AN 1/264

Segment: **N1** Name
Position: 300
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes: 1 At least one of N102 or N103 is required.
2 If either N103 or N104 is present, then the other is required.

Semantic Notes:

Comments: 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2 N105 and N106 further define the type of entity in N101.

Notes: 3M Comment: Required by 3M
3M Example: N1}SU}ACME MANUFACTURING LTD}92}AV5660001^

Data Element Summary

Ref.	Data			Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
M	N101	98	Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			ST Ship To	
			SU Supplier/Manufacturer	
M	N102	93	Name	M AN 1/60
			Free-form name	
	N103	66	Identification Code Qualifier	X ID 1/2
			Code designating the system/method of code structure used for Identification Code (67)	
			92 Assigned by Buyer or Buyer's Agent	
	N104	67	Identification Code	X AN 2/80
			Code identifying a party or other code	
			3M Comments: Your 3M assigned Supplier Number is 13 characters in length. The first 10 characters is your 3M assigned Vendor ID and the last 3 characters is your location code.	
			3M Examples: Newly assigned Supplier Numbers will contain a 3M assigned 10 digit supplier number followed by a 3 digit location code and look like this: 1234567891001	
			Previously assigned Supplier Numbers will contain the 3M assigned 6 digit supplier number followed by 4 spaces, followed by a 3 digit location code and look like this: X12345 001	

Segment: **N2 Additional Name Information**
Position: 310
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

Notes: 3M Comments: Used only if ship-to address changes.
 3M Example: N2}4TH FLOOR WAYSON COMMERCIAL BLDG 28^

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N201	93 Name	M AN 1/60
		Free-form name	
	N202	93 Name	O AN 1/60
		Free-form name	

Segment: N3 Address Information
Position: 320
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Notes: 3M Comments: Used only if ship-to address changes
 3M Example: N3}1264 CONNAUGHT ST^

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

Segment: **N4 Geographic Location**
Position: 330
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes: 3M Comments: Used only if ship-to address changes.
3M Example: N4}NAPLES}FL}123456789}USA^

Data Element Summary

	Ref.	Data	Attributes
	Des.	Element Name	
M	N401	19 City Name Free-form text for city name	M AN 2/30
M	N402	156 State or Province Code Code (Standard State/Province) as defined by appropriate government agency	M ID 2/2
M	N403	116 Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	M ID 3/15
M	N404	26 Country Code Code identifying the country	M ID 2/3

Segment: **PO1** **Baseline Item Data**

Position: 010

Loop: PO1 Optional

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To specify basic and most frequently used line item data

Syntax Notes:

- 1 If PO103 is present, then PO102 is required.
- 2 If PO105 is present, then PO104 is required.
- 3 If either PO106 or PO107 is present, then the other is required.
- 4 If either PO108 or PO109 is present, then the other is required.
- 5 If either PO110 or PO111 is present, then the other is required.
- 6 If either PO112 or PO113 is present, then the other is required.
- 7 If either PO114 or PO115 is present, then the other is required.
- 8 If either PO116 or PO117 is present, then the other is required.
- 9 If either PO118 or PO119 is present, then the other is required.
- 10 If either PO120 or PO121 is present, then the other is required.
- 11 If either PO122 or PO123 is present, then the other is required.
- 12 If either PO124 or PO125 is present, then the other is required.

Semantic Notes:

Comments:

- 1 See the Data Element Dictionary for a complete list of IDs.
- 2 PO101 is the line item identification.
- 3 PO106 through PO125 provide for ten different product/service IDs per each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

Notes:

3M Comment: PO1 segment is mandatory if changes are needed.

3M Example: PO1}00101}1.0000}EA}139.50000}}BP}28902255589}VP}493372^

Data Element Summary

Ref.	Data	Attributes
<u>Des.</u>	<u>Element</u> <u>Name</u>	<u>Attributes</u>
PO101	350 Assigned Identification Alphanumeric characters assigned for differentiation within a transaction set Maintain the integrity of the 3M purchase order line item number. 3M requires this number on any transaction returned to 3M, such as invoice (810), purchase order acknowledgement (855) , and advanced ship notice (856). 3M uses a 5-digit composite item/shipment number. For example: 00101 means item 1, shipment 1 00102 means item 1, shipment 2 00201 means item 2, shipment 1	O AN 1/20
PO102	330 Quantity Ordered Quantity ordered	X R 1/15
PO103	355 Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner	O ID 2/2

in which a measurement has been taken

3M requires that the unit of measure on our purchase order be returned on the purchase order acknowledgement.

PO104	212	Unit Price	X R 1/17
		Price per unit of product, service, commodity, etc.	
PO106	235	Product/Service ID Qualifier	X ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
		BP Buyer's Part Number	
PO107	234	Product/Service ID	X AN 1/48
		Identifying number for a product or service	
PO108	235	Product/Service ID Qualifier	X ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
		EC Engineering Change Level	
		MF Manufacturer	
		MG Manufacturer's Part Number	
		VP Vendor's (Seller's) Part Number	
PO109	234	Product/Service ID	X AN 1/48
		Identifying number for a product or service	
PO110	235	Product/Service ID Qualifier	X ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
		See PO108 for code list	
PO111	234	Product/Service ID	X AN 1/48
		Identifying number for a product or service	
PO112	235	Product/Service ID Qualifier	X ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
		See PO108 for code list.	
PO113	234	Product/Service ID	X AN 1/48
		Identifying number for a product or service	
PO114	235	Product/Service ID Qualifier	X ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
		See PO108 for code list.	
PO115	234	Product/Service ID	X AN 1/48
		Identifying number for a product or service	

Segment: **PID** Product/Item Description

Position: 050

Loop: PID Optional

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To describe a product or process in coded or free-form format

- Syntax Notes:**
- 1 If PID04 is present, then PID03 is required.
 - 2 At least one of PID04 or PID05 is required.
 - 3 If PID07 is present, then PID03 is required.
 - 4 If PID08 is present, then PID04 is required.
 - 5 If PID09 is present, then PID05 is required.

- Semantic Notes:**
- 1 Use PID03 to indicate the organization that publishes the code list being referred to.
 - 2 PID04 should be used for industry-specific product description codes.
 - 3 PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.
 - 4 PID09 is used to identify the language being used in PID05.

- Comments:**
- 1 If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.
 - 2 Use PID06 when necessary to refer to the product surface or layer being described in the segment.
 - 3 PID07 specifies the individual code list of the agency specified in PID03.

Notes: 3M Example: PID}F}}}}TONER LJ4200 12000 PG BLK^

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	PID01	349	Item Description Type	M ID 1/1
			Code indicating the format of a description	
			F Free-form	
M	PID05	352	Description	M AN 1/80
			A free-form description to clarify the related data elements and their content	

Segment: **FOB** F.O.B. Related Instructions

Position: 180

Loop: PO1 Optional

Level: Detail

Usage: Optional

Max Use: >1

Purpose: To specify transportation instructions relating to shipment

- Syntax Notes:**
- 1 If FOB03 is present, then FOB02 is required.
 - 2 If FOB04 is present, then FOB05 is required.
 - 3 If FOB07 is present, then FOB06 is required.
 - 4 If FOB08 is present, then FOB09 is required.

- Semantic Notes:**
- 1 FOB01 indicates which party will pay the carrier.
 - 2 FOB02 is the code specifying transportation responsibility location.
 - 3 FOB06 is the code specifying the title passage location.
 - 4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Comments:

Notes: 3M Example: FOB}CC}OR}}01}FOB^

Data Element Summary

Ref.	Data		Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	FOB01	146 Shipment Method of Payment	M ID 2/2
		Code identifying payment terms for transportation charges	
		CC Collect	
		DF Defined by Buyer and Seller	
		HP Half Prepaid	
		MX Mixed	
		NC Service Freight, No Charge	
		PC Prepaid but Charged to Customer	
		PP Prepaid (by Seller)	
		TP Third Party Pay	
	FOB02	309 Location Qualifier	X ID 1/2
		Code identifying type of location	
		DE Destination (Shipping)	
		FV Free Alongside Vessel (Free On Board [F.O.B.] Point)	
		OA Origin (After Loading on Equipment)	
		OR Origin (Shipping Point)	
		OV On Vessel (Free On Board [FOB] point)	
		PB Port of Discharge	
		PD Place of Delivery	
		PE Port of Entry	

		<i>ZZ</i>	Mutually Defined	
FOB03	352	Description		O AN 1/80
		A free-form description to clarify the related data elements and their content		
FOB04	334	Transportation Terms Qualifier Code		O ID 2/2
		Code identifying the source of the transportation terms		
		01	Incoterms	
FOB05	335	Transportation Terms Code		X ID 3/3
		Code identifying the trade terms which apply to the shipment transportation responsibility		
		CFR	Cost and Freight	
		CIF	Cost, Insurance, and Freight	
		CIP	Carriage and Insurance Paid To	
		CPT	Carriage Paid To	
		DAF	Delivered at Frontier	
		DDP	Delivered Duty Paid	
		DDU	Deliver Duty Unpaid	
		DEQ	Delivered Ex Quay	
		DES	Delivered Ex Ship	
		EXW	Ex Works	
		FAS	Free Alongside Ship	
		FCA	Free Carrier	
		FOB	Free on Board	

Segment: **TD5** Carrier Details (Routing Sequence/Transit Time)

Position: 240

Loop: PO1 Optional

Level: Detail

Usage: Optional

Max Use: 12

Purpose: To specify the carrier and sequence of routing and provide transit time information

Syntax Notes: 1 At least one of TD502 TD504 TD505 TD506 or TD512 is required.

2 If TD502 is present, then TD503 is required.

3 If TD507 is present, then TD508 is required.

4 If TD510 is present, then TD511 is required.

5 If TD513 is present, then TD512 is required.

6 If TD514 is present, then TD513 is required.

7 If TD515 is present, then TD512 is required.

Semantic Notes: 1 TD515 is the country where the service is to be performed.

Comments: 1 When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.

Notes: 3M Example: TD5}}}}YELLOW FREIGHT^

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>TD505</u>	<u>387</u>	<u>Routing</u>	<u>X AN 1/35</u>
		Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	

Segment: **ACK** Line Item Acknowledgment

Position: 270

Loop: ACK Optional

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To acknowledge the ordered quantities and specify the ready date for a specific line item

- Syntax Notes:**
- 1 If either ACK02 or ACK03 is present, then the other is required.
 - 2 If ACK04 is present, then ACK05 is required.
 - 3 If either ACK07 or ACK08 is present, then the other is required.
 - 4 If either ACK09 or ACK10 is present, then the other is required.
 - 5 If either ACK11 or ACK12 is present, then the other is required.
 - 6 If either ACK13 or ACK14 is present, then the other is required.
 - 7 If either ACK15 or ACK16 is present, then the other is required.
 - 8 If either ACK17 or ACK18 is present, then the other is required.
 - 9 If either ACK19 or ACK20 is present, then the other is required.
 - 10 If either ACK21 or ACK22 is present, then the other is required.
 - 11 If either ACK23 or ACK24 is present, then the other is required.
 - 12 If either ACK25 or ACK26 is present, then the other is required.
 - 13 If either ACK27 or ACK28 is present, then the other is required.
 - 14 If ACK28 is present, then both ACK27 and ACK29 are required.

Semantic Notes: 1 ACK29 Industry Reason Code may be used to identify the item status. In addition, it may be used in conjunction with ACK01 to further clarify the status.

Comments:

Notes:

3M Comment: Only "ONE" Line Item Status Code per line item.
 3M Comment: ACK segment is mandatory if changes are needed.
 3M Examples:
 If you need to change the delivery date, you would want your PO1 and ACK segments to look like this:
 PO1}00401}1}EA}100~
 ACK}DR} } }074}20040621^
 If you need to change the price, you would want your PO1 and ACK segments to look like this:
 PO1}00401}1}EA}199.55~
 ACK}IP~
 If you need to change the quantity, you would want your PO1 and ACK segments to look like this:
 PO1}00401}1}EA}100~
 ACK}IQ}4}EA~
 If you need to make multiple changes to ONE line item, you would want your PO1 and ACK segments to look like this:
 PO1}00401}1}EA}199.55
 ACK}IC}4}EA}074}20050801~

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element Name</u>	<u>Attributes</u>
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M	ACK01	668	Line Item Status Code	M ID 2/2
			Code specifying the action taken by the seller on a line item requested by the buyer	
			3M Comment: If ACK01 = IP, then price must be changed in PO104 element.	
			DR Item Accepted - Date Rescheduled	
			IC Item Accepted - Changes Made	
			IP Item Accepted - Price Changed	
			IQ Item Accepted - Quantity Changed	
	ACK02	380	Quantity	X R 1/15
			Numeric value of quantity	
	ACK03	355	Unit or Basis for Measurement Code	X ID 2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
	ACK04	374	Date/Time Qualifier	O ID 3/3
			Code specifying type of date or time, or both date and time	
			074 Requested for Delivery (Prior to and Including)	
	ACK05	373	Date	X DT 8/8
			Date expressed as CCYYMMDD	

Segment: **N9 Reference Identification**
Position: 350
Loop: N9 Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To transmit identifying information as specified by the Reference Identification Qualifier

Syntax Notes:

- 1 At least one of N902 or N903 is required.
- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 N906 reflects the time zone which the time reflects.
- 2 N907 contains data relating to the value cited in N902.

Comments:

Notes: 3M Example:N9}ZZ}Notes to follow on MSG segment^

Data Element Summary

Ref.	Data		Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	N901	128 Reference Identification Qualifier	M ID 2/3
		Code qualifying the Reference Identification	
		3M Comment: Required field in order to send MSG segment	
		ZZ Mutually Defined	
	N902	127 Reference Identification	X AN 1/30
		Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
		3M Comment: Required field in order to send MSG segment	
		3M Example: Notes to follow in MSG segment	

Segment: **MSG** Message Text
Position: 360
Loop: N9 Optional
Level: Detail
Usage: Optional
Max Use: 1000
Purpose: To provide a free-form format that allows the transmission of text information
Syntax Notes: 1 If MSG03 is present, then MSG02 is required.
Semantic Notes: 1 MSG03 is the number of lines to advance before printing.
Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
2 If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	MSG01	933	Free-Form Message Text Free-form message text	M AN 1/264

Segment: **N1** Name
Position: 370
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes:

- 1 At least one of N102 or N103 is required.
- 2 If either N103 or N104 is present, then the other is required.

Semantic Notes:

Comments:

- 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
- 2 N105 and N106 further define the type of entity in N101.

Notes: 3M Comments: Used only if ship-to address changes.
 3M Example: N1}ST}3M MEXICO}92}TZ6488003^

Data Element Summary

Ref.	Data Element	Name	Attributes
M	N101	98 Entity Identifier Code	M ID 2/3
		Code identifying an organizational entity, a physical location, property or an individual	
		ST Ship To	
M	N102	93 Name	M AN 1/60
		Free-form name	
	N103	66 Identification Code Qualifier	X ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	
		92 Assigned by Buyer or Buyer's Agent	
	N104	67 Identification Code	X AN 2/80
		Code identifying a party or other code	
		3M Comments: Your 3M assigned Supplier Number is 13 characters in length. The first 10 characters is your 3M assigned Vendor ID and the last 3 digits is your location code.	
		3M Examples: Newly assigned Supplier Numbers will contain a 3M assigned 10 digit supplier number followed by a 3 digit location code and look like this: 1234567891001	
		Previously assigned Supplier Numbers will contain the 3M assigned 6 digit supplier number followed by 4 spaces, followed by a 3 digit location code and look like this: X12345 001	

Segment: **N2 Additional Name Information**
Position: 380
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

Notes: 3M Comments: Used only if ship-to address changes
 3M Example: N2}C/O 3M SAN LUIS-3MMX^

Data Element Summary

	Ref.	Data		Attributes
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	N201	93	Name Free-form name	M AN 1/60
	N202	93	Name Free-form name	O AN 1/60

Segment: N3 Address Information
Position: 390
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Notes: 3M Comments: Used only if ship-to address changes.
 3M Example: N3}P.O.BOX 33121^

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

Segment: **N4 Geographic Location**
Position: 400
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes: 3M Comments: Used only if ship-to address changes.
3M Example: N4}ST. PAUL}MN}551333121^

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
M	N401	19	City Name Free-form text for city name	M AN 2/30
M	N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	M ID 2/2
M	N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	M ID 3/15
M	N404	26	Country Code Code identifying the country	M ID 2/3

Segment: **CTT** Transaction Totals

Position: 010

Loop: CTT Mandatory

Level: Summary

Usage: Mandatory

Max Use: 1

Purpose: To transmit a hash total for a specific element in the transaction set

Syntax Notes: 1 If either CTT03 or CTT04 is present, then the other is required.

2 If either CTT05 or CTT06 is present, then the other is required.

Semantic Notes:

Comments: 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

Notes: 3M Example: CTT}1^

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u> <u>Name</u>	
M	CTT01 354 Number of Line Items	M N0 1/6
	Total number of line items in the transaction set	

Segment: **SE** Transaction Set Trailer
Position: 030
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Syntax Notes:

Semantic Notes:

Comments: 1 SE is the last segment of each transaction set.

Notes: 3M Example: SE}27}525000018^

Data Element Summary

	Ref.	Data	Attributes
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
M	SE01	96 Number of Included Segments	M N0 1/10
		Total number of segments included in a transaction set including ST and SE segments	
M	SE02	329 Transaction Set Control Number	M AN 4/9
		Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	
		Sender-assigned control number to match control number on the ST segment.	